

Agenda Item VII

The documentation below is excerpts that were copied from the instructions found online to complete the IPEDS forms for the 2004-05 year. Since the instructions for completing the new Human Resource forms will not be available until the end of July, these can be used as a basis to determine the definitional differences for reporting faculty on this new form.

Fall Staff

WHO TO INCLUDE IN THIS REPORT

Report the following employees —

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.)
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- “Visiting” faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Do not include employees who work at branch campuses located in a foreign country.)

Do not include the following employees —

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

Faculty are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. **The designation as “faculty” is separate from the activities to which they may be currently assigned.** For example, a newly appointed president of an institution may also be appointed as a faculty member. (Do not include graduate/instruction/research assistants here, but report them in Part D as part-time.)

Librarians and counselors are normally reported in the other professional category; however, some institutions treat them like faculty. If they are reported as full-time faculty, the institution must also report them by tenure and academic rank in Part F.

Faculty Salaries

This form is applicable to all degree-granting institutions, unless ALL instructional faculty fall into any one of the following categories:

- All instructional faculty are employed on a part-time basis
- All instructional faculty are military personnel
- All instructional faculty contribute their services (e.g., are members of a religious order)
- All instructional faculty teach pre-clinical or clinical medicine

SPECIAL NOTES

- This report requests data on **full-time instructional faculty** classified as either
 - **Primarily Instruction** or
 - **Instruction Combined with Research and/or Public Service**
- All faculty reported in the Salaries component are to be included in the Employees by Assigned Position (EAP) component, full-time, non-medical category, as either Primarily instruction **or** Instruction combined with research and/or public service. For details on the cross-survey edit specifications between Salaries and EAP, please refer to the Winter Cross-Survey Edit Specifications.
- Medical school faculty who were reported in the "Medical"¹ section of EAP **should not** be reported in Salaries. Full-time instructional faculty in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in Salaries.

(NOTE: Full-time instructional faculty are those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Full-time instructional faculty also include full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment. All faculty reported in the Employees by Assigned Position (EAP) component, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service should also be reported in the Salaries component.)

A caveat box is provided to list any survey related comments.

WHO TO INCLUDE IN THIS REPORT

Report the following full-time instructional faculty –

- Full-time instructional faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.)
- Full-time instructional faculty hired to temporarily replace full-time instructional faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Chairs of departments (if their principal activity is instruction). Report such faculty at their contracted faculty salary.
- Adjunct faculty employed on a full-time basis.

- Faculty at off-campus centers associated with the campus covered by this report. (Do not include faculty who work at branch campuses located in a foreign country.)

In reporting instructional faculty, the following also apply —

- Additional stipends for administrative, managerial or other responsibilities should **NOT** be included in the salary calculation.
- When reporting instructional faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank."

Do not include the following instructional faculty —

- Instructional faculty on leave without pay.
- Instructional faculty who are employed on a part-time basis.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Employees who work strictly in hospitals associated with medical schools.
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.
- Undergraduate or graduate students who assist in the instruction of courses and have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

In reporting instructional faculty, include those members of the instruction/research staff who are employed full time² and whose major regular assignment is instruction, including those with released time for research. Also, include full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment. Include all faculty reported in the EAP component, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service. For example, count as full time faculty for the Salaries component, those faculty who fall into the following categories:

- a full-time faculty member who is 50 percent instruction and 50 percent research and is classified as primarily instruction on the EAP;
- a full-time employee who is 40 percent instruction, 40 percent research, and 20 percent public service and is classified as primarily instruction on the EAP; and
- any full-time faculty for whom it is not possible to differentiate between teaching, research, and public service and thus (combined category on EAP).

Employees by Assigned Position

Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part time on a per course basis is counted only as full time).

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract/teaching period is not considered in

making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.

- **To determine faculty status:** If, by institutional definition, an employee has faculty status, categorize the employee according to his/her tenure status. If the employee does not have faculty status, count as "without faculty status".

NOTE: The Tenured, On tenure track, and Not on tenure track/no tenure system columns² are ONLY applicable to the first six primary functions/occupational activities listed on the survey form, which are: Primarily Instruction, Instruction combined with research and/or public service, Primarily research, Primarily public service, Executive/administrative/managerial, and Other professionals (support/service). Employees who fall under the four other primary functions/occupational activities (Technical and paraprofessionals, Clerical and secretarial, Skilled crafts, and Service/Maintenance) should be reported as "without faculty status". If EAP data are to be imported, please refer to the import specifications for the line numbers associated with the primary functions/occupational activities.

For this report, **faculty** are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent). **The designation as "faculty" is separate from the activities to which they may be currently assigned.** For example, a newly appointed president of an institution may also be appointed as a faculty member.

- **Graduate assistants (applicable to Part B only (part-time employees))**

Students employed on a **part-time** basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- **It is preferred that instruction, research, public service (IRPS) employees be assigned to a single function** (i.e., Primarily instruction, Primarily research or Primarily public service). To assign an IRPS employee with multiple activities that are split evenly between two or more functions into a single function, count the employee in the first category that is applicable. For example, a full-time IRPS employee who is 50 percent instruction and 50 percent research would be counted as Primarily instruction. A full-time IRPS employee who is 50 percent research and 50 percent public service would be counted as Primarily research. A full-time IRPS employee who is 40 percent instruction, 40 percent research and 20 percent public service would be counted as Primarily instruction. However, if it is not possible to assign an IRPS employee to a single function, count the employee in the Instruction combined with research and/or public service category.
- **Hospitals, medical centers, and other entities that offer postsecondary education programs as part of their mission** should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.

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- “Visiting” faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Do not include employees who work at branch campuses located in a foreign country.)

Do not include the following employees —

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- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

Primarily instruction. Report all persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction**.

Instruction combined with research and/or public service. All persons for whom it is not possible to differentiate between teaching, research and public service, because each of these functions is an integral component of his/her regular assignment, should be reported in this combined category. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction combined with research and/or public service**.

Primarily research. Report all persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, assistant professor or titles such as research associate or postdoctoral fellow. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **research**.

Primarily public service. Report all persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services or continuing education and who may hold academic rank titles of professor, associate professor, assistant professor. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **public service**. Be sure to include all employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

Current Parameters Used from Faculty File for reporting Salaries

1. Employee Status = Full time
2. Primary responsibility = (1) Instruction or (13) Unclassified continuing education program coordinators who carry faculty status
3. Annual Salary > 0
4. Date Terminated > 11/01/2004
5. Home Cip code < 511200 (Medicine) or
6. Home Cip code > 511401 (Medical Clinical)